



**King County**  
**Project/Program Manager I**  
**(Chronic Disease Registry Coordinator)**  
**PUBLIC HEALTH- SEATTLE & KING COUNTY**  
**Community Health Services/Primary Care Program**  
**Hourly Rate Range \$21.99 - \$27.87**  
**Job Announcement No.:03RM3537**  
**OPEN: 7/16/2003      CLOSE: 7/22/2003**

**WHO MAY APPLY:** This career service position is open to all King County career service employees, executive branch regular exempt employees, and current probationary employees who achieved career service status in a previous position.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Cristin Burris at (206) 205-5832 for further inquiries.  
**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** The primary work location is Wells Fargo Center, 999 Third Avenue, Suite 1200, Seattle, however job functions require weekly travel to three clinic locations in Seattle and one clinic in Bellevue.

**WORK SCHEDULE:** This position is overtime eligible. It works a 40 hour work week; Monday through Friday.

**PRIMARY JOB FUNCTIONS INCLUDE:** The Chronic Disease Registry Coordinator will provide support for clinic planning, coordination and implementation of a chronic disease registry database for patients at Pubic Health primary care clinics with diabetes, depression, asthma, cardiovascular disease or cancer. Additionally, the Chronic Disease Registry Coordinator will provide ongoing registry database support including database maintenance, data collection planning, data entry, analytical reporting, and data quality assessments. The primary job functions require weekly travel to the four clinic locations. The primary job functions include:

- Coordination with information systems staff, clinic staff and external database developer to install and maintain database functionality. Maintenance of user accounts and security levels for appropriate levels of access into registry.
- Assistance with training clinic staff on registry capabilities/updates and data collection workflow.
- Documentation of data collections, data entry and reporting processes and policies to promote data integrity and timely data entry into registry.
- Assistance with data entry into registry as needed at clinics.
- Performance of routine data quality assessments.
- Development of clinical reports from registry database as requested by clinic staff.
- Attendance at clinic team meetings to coordinate and report registry implementation progress.
- Assistance with developing other methods for tracking chronic disease data as need by clinics.

**QUALIFICATIONS:**

- Skilled in documenting procedures and developing training materials.
- Ability to perform data entry. **Applicants will be tested on this skill.**

- Skilled in database development including the development of tables and queries. **Applicants will be tested on these skills.**
- Skilled in designing and formatting reports in Excel and Access. **Applicants will be tested on these skills.**
- Skilled in database design and management including maintenance of functionality and security.
- Demonstrated analytical skills for data collection and report writing design and evaluation.
- Excellent oral and written communication skills.
- Ability to prioritize and complete multiple tasks simultaneously.
- Ability to work independently and manage time without direct supervision.
- Skilled in working as part of a multidisciplinary team.

***DESIRED QUALIFICATIONS:***

- Knowledge of public health and primary care practices.
- Knowledge of medical terminology.
- Knowledge of chronic disease registries.

***NECESSARY SPECIAL REQUIREMENTS:***

- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.
- Current Washington State driver's license or the ability to travel to Public Health sites in King County not served by public transportation.

***UNION MEMBERSHIP:*** Non-union.

**CLASS CODE: 8242 SEQUENCE NUMBER: 80-8242-4465**